

United States Embassy Kyiv Ukraine

Request for Quotation

WAREHOUSE ROOF REPAIR

Date: June 30, 2016

SECTION I. SCOPE OF WORK

1.0 General

1.1 Introduction

This Scope of Work (SOW) is for the inspection and repair of an existing roof at Warehouse of the USG Owned Property known as USA Embassy Compound, located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.

The U.S. Embassy in Ukraine has need of qualified and an experienced contractor to execute the job.

1.2 Background

The Warehouse roof, made from metal sheets, which are joined together end to end, has installation defects, what is the cause of water leak to interior rooms during rain storms and heavy snowfalls. The total area of the Warehouse roof to be inspected is 2300 m². The roof has been repaired before but that were not effective.

1.3 Abbreviations

- 1.3.1 Point of Contact (POC)
- 1.3.2 Contracting Officer (CO)
- 1.3.3 Contracting Officer Representative (COR)
- 1.3.4 Contracting Officer Technical Representative (COTR)
- 1.3.4 Service Controlled Access Center (SCAC)

1.4 Objectives

The objective is to perform all necessary works that will result in serious and very detailed inspection of the roof surface, identify areas where the water may penetrate under the roof and provide high level of waterproof treatment for the roof surface and joints. The contractor shall use high quality materials and tools (silicone is not under consideration), follow the manufacturer's requirements and manuals to get roof surface properly sealed and repaired. Minimum five (5) years warranty shall be provided by contractor.

2.0 SOW for Warehouse roof repair

- 2.1 Prepare a schedule for the work to be accomplished in a manner that satisfies the schedule requirement specified under section 1.7 of this Scope of Work. Contact the COR for schedule approval.
- 2.2 Prepare a material list and purchase the materials required to complete the work prior the first day of work depicted on the schedule. Have the materials present at the work location the first work day. The preferred sealer is Lexel.
- 2.3 Prepare the work area where the work shall be performed by protecting it from the access of unauthorized persons.

- 2.4 Prior to any roof inspections and repairs the safety precautions shall be taken. The contractor's personnel have to use safety belts and/or other safety equipment while work on the roof.
- 2.5 The contractor shall inspect the roof in order to identify the areas where the water leakage may occur. All iron roof sheeting joints, roof structures and its adjacent surfaces on the roof shall be carefully inspected.
- 2.6 The contractor shall determine the best and most appropriate waterproof treatment to be applied for the high-quality roof repair.
- 2.7 All old detached coatings found shall be removed, the surface cleaned up. The appropriate solvent may be applied.
- 2.8 All rusted areas may be mechanically work-out to get the surface cleaned. If necessary, the appropriate anti-rust detergent may be applied after mechanical work is done and surface cleaned.
- 2.9 The Contractor shall remove and properly dispose any kind of debris from the roof, which may be left after roof surface clean up.
- 2.10 The handling, mixing and applying of waterproof components for the surface sealing shall be performed in a safe manner to achieve the desired results in accordance with the Manufacturer's recommendations, using appropriate tools.
- 2.11 When waterproof treatment is done the contractor shall provide visual inspection of the repaired areas. Repair or replace all defective and non-conforming work as directed by the COR.
- 2.12 The Contractor shall remove any debris daily and dispose of them in accordance with the local laws. The Contractor should protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- 2.13 Remove all tools, trash, and debris from the roof and contact the COR for final inspection.

3.0 Requirements and Deliverables

The contractor must submit a list of personnel with ID type and numbers as well as the vehicle plates and models to the contact person (point 6.0) within 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the USA Embassy Compound.

4.0 Place of Performance/Hours of Operation

- 4.1 All work is to be performed on site at the U.S. Government facility known as the USA Embassy Compound in Ukraine.
- 4.2 The USA Embassy in Ukraine is located at 4, Ihor Sikorsky Street, Kyiv, Ukraine.
- 4.3 Contractor personnel will report to the SCAC.

- 4.4 After checking at the front CAC, delivery and service trucks required for work, tools, and material deliveries will check in at the gate.
- 4.5 No contractor vehicles will be left on the premises over night or when work is not in progress.
- 4.6 Working hours will be between 8:30 AM and 5:00 PM.
- 4.7 Exceptions to specified working hours may be granted by COR when submitted within 24 hours in advance.
- 4.8 Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within ten (10) days.
- 4.9 The Contractor shall start to perform this project as soon as he ready after being awarded and complete all works no later than 1-st of October, 2016.

5.0 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. The contractor shall submit this information including service vehicle requirements within 24 hours of the notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the US Embassy Compound and commencement of work.

6.0 Insurance

The Quoter is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Quoter shall at its own expense provide and maintain during the entire performance period the following insurance amounts, covering general liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury):

(1) BODILY INJURY, ON OR OFF THE SITE, IN U.S. DOLLARS	
Per Occurrence	The Contractor shall comply with Ukrainian law
(2) PROPERTY DAMAGE, ON OR OFF THE SITE, IN U.S. DOLLARS	
Cumulative	USD 10,000.00

The foregoing types and amounts of insurance are the minimums required. The Quoter shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

The Quoter agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Quoter, its officers, agents, servants, and employees,

or any other person, arising from and incident to the Quoter's performance of this contract. The Quoter shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Quoter shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

7.0 Points of Contact

COR- Tommy Heard

COTR – Igor Serpak

COTR – Oleg Gryb

SECTION II. SITE VISIT

The site visit will be held on **July 07, 2016 at 14:00** at 4 Ihor Sykorskiy St., Kyiv. For site-visit registration the prospective quoters should provide company contact information and names of visitors no later than **12:00 on July 06, 2016** to KyivGSO@state.gov.

SECTION III. QUOTE REQUIREMENTS

1.0 Pricing

- 1.1. The quoter should provide a fixed cost price to meet this scope of work. The prices below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit.
- 1.2. Payment will be performed in the local currency (hryvnya). In case the price is submitted in another than local currency, the payment will be provided in the local currency anyway, based on the official NBU currency exchange rate on the date of final invoicing.
- 1.3. According to U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Pursuant to the Prompt Payment Act of the FAR, the U.S. Government must make the payment within 30 calendar days after receipt of the goods and services and the valid original invoice(s). The quoter should confirm in the offer that these payment terms are acceptable.

2.0 Documents to be submitted

Each quote must consist of the following:

- 1) General information about company (full name, description of activity etc.);

- 2) Copies of state registration documents (certificate for state registration or extract from the Unified State Register of Legal Entities; certificate for company registration as VAT taxpayer/unified taxpayer, etc.), copies of licenses and permits according to the current Ukrainian legislation; legal and post address;
- 3) Name of employee, responsible for quote submission (phone number and e-mail);
- 4) Confirmation that the quoter will perform the work according to all requirements, mentioned in Section I. Scope of Work;
- 5) List of clients over the past 2 years, demonstrating prior experience with relevant past performance information and references (provide places of performance, contact names, telephone and fax numbers and email addresses);
- 6) Detailed price proposal with the confirmation of fixed pricing;
- 7) Payment terms with the confirmation that the terms mentioned in chapter 1.0 Section III are acceptable;
- 8) Detailed schedule of works;
- 9) Detailed information regarding warranty as required in chapter 1.0 Section I;
- 10) Copy of the Certificate of Insurance(s), as required in chapter 6.0, Section I, or a statement that the Quoter will get the required insurance, and the name of the insurance provider to be used.

3.0 QUOTES SUBMISSION

3.1. Format of Quote: scan-copy of documents submitted by e-mail. The quote should be signed by authorized employee and stamped.

3.2. E-mail address for quotes submission: KyivGSO@state.gov

3.3. Quotes due date: on or before 18:00 July 15, 2016. No quotations will be accepted after this time.

3.4. All questions regarding this request should be submitted in written to the e-mail: KyivGSO@state.gov